

Approved For Release 2005/11/21 : CIA-RDP78-03568A000200060019-3

Office Memorandum • UNITED STATES GOVERNMENT

SECURITY INFORMATION

TO : Acting Personnel Director

DATE: 12 December 1951

FROM : Chief, Classification and Wage Division

SUBJECT: Action Concerning Requests for Increase in the Table of Organization for Finance Office and Finance Division.

1. Enclosures (1) and (2) concerning subject matter were routed to this Division for action relative to reclassification of positions and allocation of grades. Action taken was limited to allocation of grades only since pursuant to agreement reached with the Comptroller. Mr. E. R. Saunders, reclassification of positions was, except for two cases, to be held in abeyance in order to focus full attention on the allocation of initial grades to proposed positions. The two exceptions resulted in the following reclassifications:

- A. Chief of Planning and Field Audit Branch from GS-13 to GS-14.
- B. Assistant Chief of Planning and Field Audit Branch from GS-12 to GS-13.

Other than these, the action of this Division was concerned solely with grade allocations, the results of which are as follows:

- A. The Coordinating and Contracting Staff (Covert Support Staff). Allocation of grades to individual positions comprising this staff was made the object of a special study due to consideration of the time factor involved. Proposed grades were approved subject to refinement of functional statements and preparation of job descriptions properly signed.
- B. Office of the Comptroller. One Secretary-stenographer GS-5 requested. Grade approved on basis of I.A. comparison.
- C. Budget Division. Analysis of duties and responsibilities for the additional grade GS-13 Budget Examiner indicated that Grade 13 is warranted and allocation thereof is approved.
- D. Fiscal Division. Five additional positions were requested: four GS-4's and one GS-5. These are IA-able to existing positions and were approved without individual analysis.

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Verbal Approval
by Mr. Saunders
12/26/51 Jm

JOB NO. 77-2121 BOX NO. 2 FILED NO. 6 DOC. NO. 1 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO
NEXT REV DATE/ REV DATE/ REVIEW DATE/ TYPE DOC. 02
NO. PGS. 67 CREATION DATE ORG COMP 210135 ORG CLASS
REV CLASS C REV COORD. AUTH: HR 763

#480
Jm 12/26/51

Identical Additional

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E. Finance Division.

A total increase of [] positions is requested for this Division. Of this total, [] were approved as requested through the medium of IA comparisons. The remaining [] positions were analyzed individually to determine the grades to be allocated. Results of investigation of these positions are as follows:

25X1
25X1

1. Planning and Field Audit Branch []
Detailed analyses of the proposed GS-13, GS-12 and GS-11 positions validated duties and responsibilities involved and indicated that the requested grades were warranted. Such grades were thus approved.
2. Payroll Section - []
Detailed analyses of the proposed Payroll Clerk positions for this Section indicated the grade GS-5 level to be warranted. Approved as requested.
3. Proprietary Accounts Audit Unit []
This is a proposed, new unit and thorough examination of information relating to the proposed positions was necessary to determine type and level of work attaching to each position. On the basis of findings, the grades as requested are approved.

25X1

25X1

25X1

Recapitulating, a total increase of [] was reviewed and to which grades were allocated. Two reclassifications were effected. Further reclassifications will be conducted in the ~~immediate~~ ^{near} future.

25X1

Enclosures (1) and (2) are submitted herewith for your review and disposition.

25X1

Attachments:

Encl. (1) and (2)

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